

OFFICE USE ONLY: PZC File #: _____ Date Reviewed: _____

Accessory Apartment Checklist

Applicant Name _____ **Address** _____

1. Is either the primary dwelling unit or the accessory apartment owner-occupied?	Y / N
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Please note that the Ellington Zoning Regulations also require that one of the dwelling units shall be occupied by a person 60 years of age or older, or a handicapped person. *(Section 7.1.A.1)*

2. Is there only one main entrance on the street side of the entire structure?	Y / N
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All other entrances must be at the side or to the rear. *(Section 7.1.A.5)*

3. Does the architecture of the structure portray the character of a single-family dwelling?	Y / N
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The structure should still look like a single-family home and not a duplex. *(Section 7.1.A.4)*

4. Is there a connecting door between the two dwelling units?	Y / N
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There must be an access from the primary dwelling unit to the accessory apartment. *(Section 7.1.A.6)*

5. How many bedrooms are in the accessory apartment?	_____	Bedrooms
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An accessory apartment can only have one bedroom. *(Section 7.1.A.3)*

6. What is the usable floor area of the primary dwelling?	_____	Sq. Ft.
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“Usable floor area” is the same as “living area” on the property’s assessor card. Garages, porches, and basements are not included in the calculation of usable floor area. *(Section 7.1.A.2)*

7. What is the usable floor area of the accessory apartment?	_____	Sq. Ft.
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An accessory apartment shall have a maximum of 800 sq. ft. of usable floor area or shall not exceed 35% of the usable floor area of the primary dwelling unit, whichever is **less**. *(Section 7.1.A.2)*

$$\frac{\text{Access. Apartment Usable Floor Area}}{\text{Primary Dwelling Usable Floor Area}} = \text{_____} \%$$

OFFICE USE ONLY	
This application will need:	
<input type="checkbox"/> Health Department W__ / S__	<input checked="" type="checkbox"/> Special Permit #Z_____
<input type="checkbox"/> Variance #V_____	<input type="checkbox"/> Zoning Permit #ZP_____
<input type="checkbox"/> Wetlands #IW_____	<input checked="" type="checkbox"/> Building Permits B__E__P__H__

DISCLAIMER: This checklist is for informational purposes only. The Ellington Planning Department staff will make the ultimate determination on the necessary application process for any accessory apartment. The accessory apartment requirements can be found in Section 7.1 of the Ellington Zoning Regulations. Copies are available online at www.ellington-ct.gov or in the Planning Department at 57 Main Street.

Accessory Apartment Permit Process

There are a few steps an applicant must take for an accessory apartment in the town of Ellington. The number of steps required will vary depending on the subject property and the proposed work.

- **Health Department:** If the subject property has a septic, the Health Department will assess the impact of an additional bedroom on the sanitation system. An application that includes an addition will also require review on the distance from the well and septic system, if present. A subject property that utilizes public water and public sewer does not need Health Department review.
- **Variance:** If the accessory apartment does not meet the requirements stipulated in Section 7.1 of the Ellington Zoning Regulations, the applicant will also need a Variance *prior* to the issuance of a Special Permit. This is processed through a public hearing with the Zoning Board of Appeals. The applicant will need the same materials as for a Special Permit, along with a demonstrated hardship to prove the Variance is justified (for example, the primary dwelling is too small to make the accessory apartment only 35% of the usable floor area). Financial hardships are not the basis for Variances granted by the Zoning Board of Appeals.
- **Wetlands:** If there is an addition involved with the accessory apartment application, and the proposed work is within 100 feet of a wetland/watercourse, a Wetlands Permit is required at a staff level. If the activity is within 25 feet of a wetland/watercourse or will have a significant impact on the area, the application requires review by the Inland Wetlands Agency. Please contact the Planning Department for further details on the process and to find out if you have wetlands on or near your property.
- **Special Permit:** All accessory apartments require review by the Planning and Zoning Commission. Since it is a Special Permit application, it will require a public hearing. The Commission will ensure that the apartment meets the requirements of Section 7.1 of the Ellington Zoning Regulations and, if the apartment is part of an addition, the setback requirements for the zone. The application will need to include 12 copies of the site plan, and notice must be sent to abutters within 100 feet of the subject property. The Special Permit must be filed with the Town Clerk by the applicant in order to become valid. Please speak with the Planning Department for guidance on the Special Permit process.
- **Zoning Permit:** After a Special Permit is filed on the Land Records, the applicant must apply for a Zoning Permit for any additions to the primary structure. Planning Department staff will review the application to verify that it matches the Special Permit and any conditions stipulated therein.
- **Building Permits:** Building Permits must be pulled for any structural, electrical, HVAC, or plumbing work, including the addition of a kitchen. Please contact the Building Department for code requirements and other information.

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